Student Information System (SIS) – A Suggested Strategy for New Users

This is just a suggested strategy
There are lots of different ways to explore SIS –
So push some buttons and have fun…

1. Review your unit and lesson plans in light of the Statewide Standard for your technology area. Make a note of which duties/tasks are covered in which unit/lesson plan. [This will really simplify your efforts to customize the standard and to record student performance levels.]

2. Customize the statewide standard in SIS to match your program by:
   - Duty Areas – add Duty Areas, change title, or make duty areas inactive **(Menu A)**
   - Tasks – add tasks, edit text, or make tasks inactive **(Menu B)**
   - At this point, you will be able to print a report of your program competencies.

3. Use the MLR codes that are suggested under each duty area in the Statewide Standard as a starting point to create the MLR links to your program. **(Menu E2)**. **Note:** You should only link those MLR that you actually teach and assess or that are reinforced as an integral part of your program. A "warranted list" of MLR taught and assessed in tech programs will soon be developed and the list will be added to this manual
   - At this point you will be able to print a report of MLR linked to your program.

4. Start creating an Assessment Inventory for your program. **(Menu H)** [This will be an ongoing activity - the inventory will grow/change as we continue work around quality assessment practices]. Then link tasks **(Menu I)** and MLRs **(Menu E)** to the appropriate assessments.
   - At this point you will be able to print out a report of the tasks/MLRs covered in an assessment. This can be a "map" of where to find the assessed tasks for which you'll want to record student performance.

5. Enter performance level ratings for each student for tasks **(Menu B)** related to a completed assessment.
   - You will then be able to print out a "Student Task Summary Report"

6. Decide the frequency with which you'll record student performance ratings. (example - after each assessment? at the end of a unit?)

When you get good at the above steps, consider exploring:

- Assigning ratings to individual student performance on the MLR. **Menu B)**

- The "Work with Graded Projects" **(Menu J1)**; "Work With Curriculum" **(Menu J2)**; and "Translate Student Grades" **(Menu K)** modules.

- Performance Notes & Rubric Bank - Decide if you want to create a rubric bank and/or some standardized notes. Having had some experience using SIS to record the performance levels might put you in a better position to decide what kinds of notes will be most helpful to you - and your students.If you want to create the Rubric Bank start with **(Menu G)**. Then Add/Edit Performance notes for individual students **(Menu D)**